

# OMNI-Test Laboratories, Inc.

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## Product and Quality Control Evaluation Procedures

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### Product Categories

OMNI-Test Laboratories, Inc. (O-TL) is accredited to evaluate the following types of products for conformance with the applicable safety, emissions, and efficiency standards:

- Gas-Fuel Fired Appliances (Boilers, Room Heaters, Wall and Floor Furnaces, Fireplaces, Cooking, and Decorative);
- Oil-Fuel Fired Appliances (Boilers, Room Heaters, Stoves, and Furnaces);
- Solid-Fuel Fired Appliances (Boilers, Room Heaters, Furnaces, Fireplaces, Stoves, And Cooking);
- Electric Heaters And Other Electrical Standards Related To Fuel Burning Equipment;
- Flue Gas Venting Equipment;
- Heat Shields And Wall Protectors, Hearth Extensions And Floor Protectors;
- Fireplace Accessories;
- Processed Fuel Firelogs.

### Accrediting Bodies

The following organizations accredit O-TL's testing and/or certification programs. Please contact O-TL to receive a detailed description of the scope of accreditation from any of the identified accrediting bodies, or to obtain a copy of an accreditation certificate.

- The American National Standards Institute (ANSI) accredits O-TL as a Third Party Product Certification Agency for fuel burning equipment and accessories.
- The Standards Council of Canada (SCC) accredits O-TL as a Certification Organization in the fields of fuel burning and venting equipment. O-TL's accreditation from SCC is recognized by all Canadian Provinces and Territories.
- O-TL's testing laboratory and inspection body accreditations from the International Accreditation Service Inc. (IAS) (formerly International Conference of Building Officials Evaluation Services, Inc. (ICBO ES) are recognized by ANSI and SCC.
- The US Environmental Protection Agency (Emissions Testing Certificates #3 and 3M);
- various state agencies (e.g., Massachusetts, New York, Ohio, North Carolina, Colorado, Washington).

### Application for Product Certification

Applicants for certification must submit an application for certification. The application will identify the product to be evaluated, specify the scope of the desired certification, and provide other information necessary to initiate the evaluation process.

A "Professional Services Agreement" (PSA) serves as an application for product evaluation. A "Product Documentation and Listing Agreement" (PDLA) covers product certification and listing matters and, in combination with the PSA, constitutes an official application for product certification.

O-TL will assist the applicant in preparing the application (i.e., the PSA and PDLA). O-TL will provide the applicant with information on the evaluation and certification process, approaches to each certification scheme, and documents containing the requirements of certification. The applicant will be provided with information on the rights and duties of suppliers of certified products, including information on fees, their right to appeal and the appeal process, and their rights and duties in the event that remedies must be pursued for misuse or misapplication of O-TL's certification mark.

The evaluation for certification has two components, a product evaluation and a manufacturing quality control (QC) system evaluation. The evaluation of the applicant's manufacturing QC system is conducted concurrently with or subsequent to the product evaluation. Contingent upon successful findings from these evaluations and upon the applicant agreeing to the terms of a PDLA, O-TL will issue a letter certifying the product's conformance. The decision on certification will be confined to those matters specifically related to the certification being considered.

### Product Evaluation

Testing the product against the applicable standard(s) is a major element of a product evaluation. Typically, O-TL conducts or witnesses the testing. However, O-TL may consider existing test data and information if the product has already been tested by a laboratory that is accredited to ISO/IEC 17025 and recognized by O-TL as competent to conduct the tests involved. If O-TL accepts existing test data and information, product inspection and some confirmation testing will still be required.

The applicant must provide O-TL with a prototype or representative production sample of the product to be evaluated. In addition, the applicant must provide production and assembly drawings, material specifications, and draft editions of the operating and installation instructions. If O-TL is to consider existing test data and information, an official

copy of the test report must be made available to O-TL.

O-TL will test and otherwise evaluate the product against the criteria of all applicable standards, which shall be covered within the scope of the PSA. O-TL will also evaluate whether or not the product's installation instructions conflict with any applicable model code (e.g., Uniform Building Code, Canadian Electrical Code, National Fire Code of Canada, and Natural Gas Installation Code).

Product testing will be conducted by O-TL at our permanent laboratory. Alternatively, testing may be conducted by O-TL from our mobile laboratory, which can be re-located to the applicant's facilities. Testing may be conducted or witnessed by O-TL at the applicant's laboratory, if the applicant's laboratory is covered by O-TL's quality system and recognized as a laboratory where O-TL can perform accredited tests.

O-TL reports the results of tests and other product evaluations in a "Test Report" or "Evaluation Report". If the evaluation results in a negative recommendation, O-TL's report to the applicant will identify any non-conformities that have to be discharged in order to comply with all certification requirements and the extent of further testing or evaluation required. If the applicant takes remedial action that meets these requirements within a specified time limit, O-TL will repeat only the necessary parts of the initial product evaluation.

### Quality Control Evaluation

O-TL will evaluate the QC system governing to production of the product that is under evaluation for certification. In consultation with the applicant, O-TL will then develop a "Factory Inspection Manual" to govern the surveillance of compliance with the terms of product certification.

The applicant must provide O-TL with a copy of its QC manual (however named). At a minimum, the applicant's QC manual shall provide the following information:

- procedures of traceability of a finished product to production and material records by the label records;
- a production flow chart;
- a description of production methods and list of major production equipment;
- information on packaging and storage, if deemed necessary for product performance;
- details of the QC procedures utilized during the manufacturing process, including in-process QC, final inspection and test, calibration, and visual and other sensory standards.

O-TL will review the QC manual and conduct an on-site inspection of the applicant's QC system prior to certification. All records produced from the implementation of the QC system shall be made available for O-TL's inspection. The applicant shall ensure that the question of responsibility for quality

system management is clearly defined (e.g., by designating a person who is qualified to maintain the contact with O-TL) to ensure that the provisions of certification related to the quality system and inspection thereof have been and continue to be observed.

For new clients, on request from the client, O-TL will offer a temporary (90 day) certificate without completion of the quality system inspection, provided that:

- The product evaluation has been completed successfully, and
- All of the documentation requested for the quality system evaluation (the QC Manual) has been received and reviewed by O-TL.

For these suppliers the on-site portion of the quality system evaluation may be deferred for up to 60 days after the temporary certificate is issued. Any non-conformities resulting from the quality system evaluation must be addressed satisfactorily within 90 days from certification; if so, at the end of the 90 days, a new regular certificate will be issued, otherwise the temporary certification will be terminated and the listing for all of the affected models will be withdrawn.

At O-TL's sole discretion, the requirement for an on-site quality system inspection prior to certification may be waived in cases where the applicant's manufacturing quality system is already subject to QC inspections related to other O-TL certified products.

If the QC system evaluation results in a negative recommendation, O-TL will issue a QC evaluation report identifying any non-conformities that have to be discharged in order to comply with all certification requirements and the extent of further evaluation required. If the applicant takes remedial action that meets these requirements within a specified time limit, O-TL will repeat only the necessary parts of the initial evaluation.

Upon successful completion of the QC evaluation, O-TL will issue a Factory Inspection Manual containing the results of the evaluation. The Factory Inspection Manual will contain the applicant's QC manual. The Factory Inspection Manual will also contain information pertaining to the scheduling and performance of announced follow-up surveillance inspections.

For each certified product covered by the Factory Inspection Manual there will be a product-specific appendix containing the following information:

- the name/identification of the product and reference to an O-TL Test Report or Evaluation Report;
- a photocopy of the listing label;
- a list of the certification scheme(s) under which the product is/will be certified and the standards and/or other recognized documents to which it was tested;
- product specifications, assembly drawings, and manufacturing tolerances;
- specifications for incoming materials, including photocopies of certificates of conformance, where appropriate.

### **The Certification Label**

A Product Documentation and Listing Agreement will be executed between O-TL and the applicant following successful completion of the evaluation processes discussed above. Normally, a draft of the Product Documentation and Listing Agreement will have been developed and agreed to in principal before completion of the evaluations. O-TL will document its affirmative decision on certification in a certification letter, which may be provided to the applicant as a cover letter to an official Evaluation Report.

The Product Documentation and Listing Agreement will specify the terms for O-TL's listing of the certified product. The agreement serves as a license to use O-TL's certification mark in association with the certified product and specifies the terms for using O-TL's certification mark in communication media. The agreement specifies the control procedures for the acquisition and use of product labels bearing O-TL's certification mark.

### **Certification Under Multiple Systems**

Products considered for certification under more than one certification system shall be evaluated for conformance with all applicable standards of each certification system and the applicable model codes of each country in which the product will be sold under the desired certification. In addition, the evaluation processes and terms of certification shall conform to all applicable requirements of each certification system under which product certification is desired.

Please contact O-TL for additional information related to products which must be tested and certified to emissions standards. O-TL conducts accredited testing for conformance with emissions standards, but the final evaluation and issuance of certification is the purview of the regulatory agency with jurisdiction (e.g., US EPA, Washington State Department of Ecology).